19 Dec, 2022

Subject: **Position for Office Helper**

Dear Sir,

I have enclosed here my resume for the subjected mentioned position in your prestigious organization.

I am 25 Year's old young man & want to work with my honesty in your organization.
I have completed my matriculation Exam in Year 2015 with Science from Karachi board, and now I am looking for a good opportunity to serve my duties.

Regards,

Shehryar Ahmed

(+92-311) 3179235
(+92-336) 2564449

SHEHRYAR AHMED

Date of Birth: December 07, 1997
Address: House# 04, Street# 20, Sector "C", Allama Iqbal Road, **Manzoor Colony**, Karachi.
Phone: Cell: (+92-311) 3179235 & (+92-336) 2564449
E- mail: tanoli009@gmail.com

CAREER OBJECTIVE:

To actively contribute towards the growth of an organization by using my knowledge, gaining experience through hard work, dedication and acquisition of new skills and meeting challenges in life.

EDUCATION:

QUALIFICATION	YEAR	MAJORS	NAME OF INSTITUTE
Matriculation	2015	Science	Al-Sehar Secondary School, Karachi.

SKILLS / Abilities:

- Microsoft Office Word, Excel and PowerPoint.
- Internet / Web Browsing
- Keen to learn & experience new things in life and to contribute it.
- Creative.
- Analytical skills.

Professional Qualifications:

- 06 Months Diploma in **Mechanical Machinist** from **"Aman Tech Foundation"**.
- Certificate Government of Sindh (TTB) 2017.

Personal Brief:

Father's Name	:	Haji Abdul Razzaq (Late)
Date of Birth	:	07th December 1997
CNIC	:	42301-4242283-5
Domicile / PRC	:	Karachi (Sindh)
Marital Status	:	Single
Nationality	:	Pakistani
Religion	:	ISLAM

REFERENCE:

- To be furnished upon request